

9/9/2011

REPUBLICAN VALLEY LIBRARY SYSTEM

DISC CLEANING/REPAIR POLICY

The Republican Valley System will clean/repair disc(s) for member libraries in the office. It is the responsibility of each individual library to get the disc(s) to the office.

During the fiscal year from July 1, 2011–June 30, 2012, the System will clean/repair 25 discs for each member library (all types of libraries-not just public libraries) without charge.

After June 30, 2012, RVLS will clean/repair 10 discs free for any member library per fiscal year.

Each disc repaired (beyond the designated number free) will cost 50 cents. RVLS will send the discs back to the library by mail, and will bill the library at the time of the return of the discs. RVLS will pay the return postage on the discs.

If a library so chooses, a library staff person may bring the discs to the RVLS Office, run the repair machine and take the discs back to the library immediately. The discs may also be dropped off at the RVLS Office, office staff will clean/repair them, and the library staff member may pick up the discs. Use of the machine and dropping off and/or picking up discs must be done by appointment only. If the repaired discs are over the allotted number of free cleanings for the year, but are picked up at the RVLS Office (as opposed to being mailed to the home library), the charge for the service will be 35 cents.

RVLS accepts no responsibility for discs, nor guarantees that all discs can be repaired.

Revised at and Adopted by RVLS Board: September 9, 2011